

Revised June, 2002

## **Policy for Provisional Employment**

A provisional appointment may be made under the following conditions:

1. No list of qualified persons who have passed an examination for this position is available.
2. The vacancy is such that the department cannot reasonably wait for an examination to be held before securing an employee.

When these conditions exist, the department needing any help may be authorized to make a provisional appointment. A provisional appointment can last only until the vacancy can be filled from a list of persons who have passed an examination for the position, and the use of a provisional is therefore discouraged.

The Office of Human Resources makes an effort to hold such an examination as soon as possible in order to establish a list of eligibles. Usually this is done within 60 days.

Persons accepting provisional appointments should acquaint themselves with the official minimum qualifications for the position involved so that such employees will not be in the situation of working provisionally and then learning that it will not be possible to apply for the examination because of the requirements as to age, education, or experience. Job descriptions including a statement of minimum qualifications are available in the Office of Human Resources.

The fact that a provisional employee is actually performing the duties of a certain position does not give that employee any preference when an examination is announced. A provisional employee must rank high enough on the eligible list to be reached for certification in order to receive a regular appointment. Provisional employees should also understand that promotion eligibles must be appointed ahead of applicants who do not have promotional rights.

Provisional appointees earn sick leave and vacation credits if they are employed in positions on which sick leave and vacation are earned. Time worked is credited toward increases if a regular appointment follows the provisional employment.

**IF YOU HAVE FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:**

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